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## FINANCIAL SERVICES DEPARTMENT CONTRACTS AND PROCUREMENT DIVISION TRACI GORMAN, CPPO, CPPB – CONTRACTS & PROCUREMENT MANAGER

November 18, 2022

Complete Services, LLC Andrea Mora 17767 CR 8 Wiggins, CO 80654 amora@comp-services.net

RE: Contract 22-134, Cell Vent and Window Replacement

Dear Ms. Mora,

Please let this letter serve as the Notice to Proceed in accordance with Contract 22-134 Cell Vent and Window Replacement dated November 18, 2022.

Please contact Sgt. Matthew Panos at 719.390.2223 or matthewpanos@elapasoco.com to discuss the specifics of the services outlined in the solicitation document.

Please feel free to contact me should you have any questions regarding this letter or the Agreement.

We look forward to a wonderful working relationship!

Sincerely,

Jake Harper Procurement Specialist JakeHarper@elpasoco.com

acob Harper

719-520-6857

